

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

November 26 - [City Council Meeting Agendas](#)

Looking Ahead

Monday, November 25: Parks & Recreation Board meeting

Wednesday, November 27:
Thursday's trash collected, yard waste cancelled

Thursday, November 28:
THANKSGIVING - City offices and Park Rec Center closed, Transit routes cancelled, Courts closed through 11/29.

Monday, December 2: Old Town Holiday Parade (7 pm) and Tree Lighting Ceremony

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Public Works began installing "sharrows" to mark the bike route of the Green Circle Trail through downtown. Sharrows are pavement markings to designate where vehicles and bicycles need to "share" the road. Due to physical constraints of the downtown area, it is not feasible to construct a separate trail that is wide enough for both pedestrians and bicycles.

City Manager's Takeaways

Held kickoff meeting for the Winchester Fire and Rescue operations study with consultant. Expect to have draft report in hand in early March 2020.

Winchester Police Department has hired a Special Victims Detective (Mala Bansal). Detective Bansal is a certified law enforcement officer and will be assigned cases involving domestic violence, sexual assault and child abuse.



Public Safety

Winchester Police

- Attended CISM training, SWAT and human trafficking trainings, and Crime Solvers board meeting, and PSAP Boundary meeting.
- Attended Liability training and "If It's Your Family" training.
- Held active shooter response training for Virginia Health Department.
- Attended Horseshoe Curve Benevolent Association Award ceremony where Detective Barlow was recognized.
- Attended Social Services Advisory Board Community Partner Award Ceremony where the Drug Task Force members were recognized.
- Worked with Communications Team to produce a Combat the Cat: Porch Pirates video.
- Attended Shenandoah University public safety forum.
- Attended I-81 bridge construction meeting.
- Taught Officer Survival at the Basic Academy.
- Prepared memorial service for Officer Hunter Edwards, who passed away in the line of duty one year ago on 11/24.
- Finalized 4 general orders policies for approval.
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 14
 - Burglaries (residential/commercial) - 0/0
 - Property crimes: 29

Winchester Fire and Rescue

- Held Firefighter interviews for the open position eligibility list.
- Conducted a re-test for the aerial certification course.
- Held a meeting regarding a possible upcoming drill at Westminster Canterbury.
- Completed hose and ladder testing.
- Attended community outreach planning meeting with Shenandoah University.
- Met with HR regarding proposed PTO.
- Held kick-off meeting with Emergency Services Consulting International (ESCI) for department study/evaluation.
- Hosted a demo for a 360 camera for investigations and preplanning.
- Continued Juvenile Fire Setter Program for one child.

Police Activity	#
Calls for Service	848
Crash Reports	13
DUI/DWI	2
Alarms/False Alarms	26/26
Directed Patrols	47
Directed Patrols (OTW)	7
Extra Patrols	169
Extra Patrols (OTW)	1
Traffic Citations	23
Traffic Warnings	43
BWC requests	-
Special Events Permits Received/ Approved	0/2 72 rec'd YTD

Fire Activity	Fire Activity
Fire	5
Overpressure	0
EMS/Rescue	94
Hazardous Cond.	3
Service Call	10
Mutual Aid Given	11
Good Intent	7
False Alarms	2
Special Incident	1
Plan Review	2
Inspections	7
Reinspections	2

Emergency Management

- Attended the Virginia Department of Emergency Management Fall Forum for Emergency Managers.
- Held Command Bus training for Fire Department personnel.
- Presented Crisis Track software demonstration with Pubic Works and Finance.
- Attended the Fire Department study kickoff meeting.
- Met with the First Night Winchester officials' planning group.
- Provided an unmanned aircraft demo for U.S. Marshals.

Parks & Recreation

- Held Special Called Meeting of the Advisory Board for a closed session discussion of the SU proposal.
- Conducted Girls on the Run event review.
- Starred as a guest on the City's upcoming publiCITY episode about the Abrams Creek Wetlands.
- Held inaugural disc golf tournament and annual co-ed volleyball tournament.
- Continued work on Maintenance facility.

Development Services

Economic and Workforce Development

- Participated in Worlds of Work! wrap up and planning meeting with regional partners.
- Met with developers interested in pursuing redevelopment projects within Winchester.
- Participated in Northern Shenandoah Valley Talent Study conference call/presentation.
- Continued working with our development partners on the Towers and Kent/Piccadilly projects.
- Met with Tourism consultants to discuss their marketing program and process.
- Participated in a conference call pertaining to a GO Virginia effort focused on Industrial Hemp production.
- Participated in an informational meeting/reception at Shenandoah University in preparation for a student/business networking event.
- Held monthly EDA meeting.

Arts and Vitality & Old Town

- Began promotion of Holiday Farmers Market and Holly Jolly Celebration to be held on December 14.
- Distributed OTW Shopping and Dining Guides to downtown businesses.
- Assisted 3 locals at the Welcome Center.
- Assisted in the delivery and installation of the holiday tree on the Loudoun Street Mall.
- Continued preparing bells and bows for holiday décor.
- Received, organized, and distributed materials for Small Business Saturday with Promotions Committee.
- Held an Events Task Force meeting.

Planning

- Staffed the November 19th Planning Commission meeting. The Commission forwarded a favorable recommendation for a modified CUP request to City Council for the O'Reilly Auto Parts store proposed on Cedar Creek Grade. Also approved was the site plan for the EPicc mixed use project at N. Kent and E. Piccadilly Street. The Commission voted to initiate a Zoning Text Amendment for Telecommunications and continued Comprehensive Plan update including Chapter 5 (Environment).
- Attended the Northern Shenandoah Valley Regional Commission's (NSVRC) Executive Committee meeting on November 20th and well as the full NSVRC Board meeting on November 21st. The audit showed no concerns even though the NSVRC has interaction with the Warren County EDA.
- Met with Meadow Branch Apartment contractors to wrap up punch list items precluding permanent Certificates of Occupancy for the townhouse units.
- Staffed the November 21st Board of Architectural Review meeting.
- Met with engineers and surveyors working for private property owners and developers regarding private development projects.

Winchester/Frederick County Tourism

- Attended the VA-1 Conference (aka the Virginia Governor's Conference on Tourism) in Arlington.
- Arranged the itinerary for and hosted three travel writers in two groups.
- Took part in a Southeast Tourism Society webinar titled "Trends Impacting Tourism and Destination Management" featuring brand new global research results on current trends and how tourism offices are increasingly involved in destination management.
- Prepared and submitted for early review a \$50,000 Virginia Tourism Marketing Leverage Program Grant application (which would span two fiscal year budgets).
- Held the monthly Tourism Board and Personnel Committee meetings on Thursday.
- Assisted with the advertising vendor creative team's in-person stakeholder interviews.
- Held an agritourism education event preliminary planning meeting with the Virginia Tech Cooperative Extension agent to consider ideas for a local event in March of 2020.

Zoning and Inspections

- Completed:
 - 93 building permit inspections and issued 127 building/trades permits (\$611,349 valuation)
 - Significant projects: 2200 S.Pleasant Valley Road - repair broken sprinkler system (\$110,000)
 - 145 code enforcement inspections and initiated 47 new cases
 - 2 new business review (2 business, 0 home business)
- Removed 17 signs from the public right of way (YTD=335).

Permit #	Type	Address	Description	Value
19 00004034	PLBG	1359 BERRYVILLE AVE	REPLACE WATER SERVICE	\$6,500
18 00001852	MECH	317 S CAMERON ST	NEW HEAT PUMP	\$3,500
	PLBG		14 EXPANSION TANKS	\$200 EA
19 00004033	MECH	800 KINZEL DR	ADDING GAS LOGS	\$1,500
19 00004031	NGAS	205 LIBERTY AVE	REPLACEMENT W. HEATER	\$2,500
19 00004033	NGAS	800 KINZEL DR	ADDING GAS LOGS	\$1,500
19 00003282	PLBG	502 WENTWORTH DR	NEW FIXTURES	\$1,500
19 00004032	NGAS	101 MOLDEN DR	ADDING GAS LOGS	\$1,500
19 00004019	MECH	113 MORGAN ST	REPLACE BOILER	\$9,600
19 00004032	MECH	101 MOLDEN DR	ADDING GAS LOGS	\$1,500
19 00004020	PLBG	612 BUTLER AVE	REPLACE WATER & SEWER SERVICE	\$3,500
19 00003607	FSUP	2200 S PLEASANT VALLEY RD	REPAIR SPRINKLER SYSTEM	\$110,000
19 00004037	DEMO	1327 VALLEY AVE	DEMO OF INTERIOR WALLS&CEILING	\$0
19 00003809	PLBG	517 OLD FORT RD	NEW FIXTURES	\$500
19 00004027	ELEC	1012 S KENT ST	REPLACE METER & SE CABLE	\$1,500
19 00003809	MECH	517 OLD FORT RD	INSTALL HEAT PUMP	\$500
18 00001852	ELEC	317 S CAMERON ST	ADD NEW APT	\$2,500
19 00004046	NGAS	216 W PALL MALL ST	REPLACE WATER HEATER	\$0
19 00001019	SIGN	2021 2039 S PLEASANT VALLEY RD	2 BLDG MOUNTED SIGNS	\$2,000
19 00003809	RREM	517 OLD FORT RD	BASEMENT REMODEL W/ KITCHENETT	\$10,000
19 00003395	PLBG	1944 VALLEY AVE	NEW FIXTURES	\$8,000
19 00004040	NGAS	2953 GRACE ST	FIREPLACE LOGS	\$1,100
19 00002740	SIGN	218 MILLWOOD AVE	ADDING BUILDING-MOUNTED SIGN	\$300
19 00002054	PLBG	2185 S PLEASANT VALLEY RD	RELOCATE FLOOR DRAIN	\$1,000
19 00004050	PLBG	570 N LOUDOUN ST	NEW FIXTURES	\$8,000
19 00004051	DECK	923 E CORK ST	REPAIR DECK FRAMING	\$3,000
19 00003833	MECH	112 S CAMERON ST	REPLACE GAS FURNACE	\$3,400
Total: 127				\$611,349

Public Services

- Repaved Millwood Avenue between Pleasant Valley and Kent.
- Attended a meeting with VDOT, Frederick County, and the contractor where they discussed setting the beams for the new bridge over I-81 for Crossover Boulevard. When the beams are set, there will be periodic 10-minute closures on the interstate at night. A specific date has not been established when this work will begin, but it could be as soon as January.
- Worked on the installation of the new storm drain pipe as a part of the first phase of the N. Cameron drainage improvements project.
- Installed landscaping around the two new Welcome to Winchester gateway signs entering the City on Amherst Street and Valley Avenue. The sign facings are expected to arrive and be installed in early December. The next sign that will be constructed will be on Berryville Avenue.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	69	6,237
Water service lines replaced (number)	2	367
Water meters replaced (number)	104	2,558
Sanitary sewer mains replaced/lined (linear feet)	225	5,900
Sanitary sewer laterals replaced (number)	1	101
Sanitary manholes replaced (number)	0	40
Sidewalks replaced (linear feet)	1,138	32,037
Sidewalks repaired (linear feet)	0	118,654

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	11.93	Lane miles
	Potholes repaired	0	192	#
	Mowing	0	373.25	Acres
	Miles of streets swept	46.20	2,396.93	Miles
	Tons of leaves hauled	44.25	151.56	Tons

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Trees	Dead/diseased trees removed	6	206	#
	Trees trimmed	24	505	#
	Stumps removed	4	215	#
Traffic	Street signs Installed/replaced	4	367	#
	Pavement markings repainted (City)	0	11,210	Linear feet
	Pavement markings repainted (contractor)	0	626,730	Linear feet
Refuse & Recycling	Refuse collected	129.60	5,824.54	Tons
	Recycling collected	26.78	2,189.80	Tons
	Large item pickups	0	188	#
Transit	Total passengers	2,137	122,842	#
	Revenue miles pick up/drop off	3.303	174,123	Miles
	Revenue hours pick up/drop off	306.45	16,031.08	Hours
Utility billing	Payments processed	1,086	64,842	#
	New bills mailed out	1,635	65,523	#
	Water services turned off (non-payment)	0	466	#
Water treatment plant	Average daily water demand	5.83	6.23	Million gallons/ day
	Peak daily water demand	6.24	7.74	
Wastewater treatment plant	Average daily flow treated	5.93	8.13	Million gallons/ day
	Peak daily flow treated	6.23	20.04	
Water distribution and wastewater collection	Water main breaks repaired	4	21	#
	Water meters read	1,056	68,437	#
	Fire hydrants flushed	0	1,315	#
	Sewer mains cleaned	2,585	125,117	Linear feet
	After-hours call outs	1	321	#
Engineering	Site plans reviewed	10	121	#
	Floodplain permits issued	1	105	#
	Utility as-builts reviewed	0	10	#
	Right-of-way permits issued	9	215	#
	Land disturbance permits issued	1	13	#
	Stormwater facility inspections	0	162	#
	Erosion and sediment control inspections	27	1,860	#
	Erosion and sediment notices to comply	0	21	#
Facilities Maintenance	Work requests completed	16	950	#
	Special events assistance	0	45	#
	Maintenance of pedestrian mall	29	1,518	Staff hours
Equipment maintenance	Total repairs completed	64	3,642	#

Division	Activity	Past Week	2019 Year-to-Date Totals	Measurement
Winchester Parking Authority	Work requests completed	10	358	#
	Special events - assistance provided	0	14	#
	Vandalism or property damage issues	0	22	#
	New monthly rentals	0	242	#
	Monthly rental cancellations	12	148	#
	Total monthly leases in all autoparks	-12	1,140	#
	Available monthly spaces in all autoparks	+12	272	#
	Hourly parkers (all four garages)	2,348	134,713	#
	Park-Mobile transactions	703	33,245	#
	Meter violations	119	8,963	#

Support Services

Innovation & Information Services

- Held numerous ITP development meetings.
- Met with Frederick County GIS to create NG911 Data Provisioning boundary.
- Met with Frederick County GIS and PSAP managers as well as the E911 director to finish creating PSAP and data provisioning boundary datasets for NG911.
- Continued developing Emergency Management Dashboard workflow with internal GIS Portal
- Continued working on public facing GIS mapping application modifications.
- Created two more maps for Public Works to show Trash/ Recycling serviced grid breakdowns for future potential changes to be considered.

Help Desk Requests	Count	Closed
Account Management	15	14
Applications	47	48
GIS	2	2
Hardware	20	19
Information Only	2	3
Infrastructure	3	5
No Action Required	7	7
Not Assigned	7	0
Procurement/Disposal	0	1
Reporting	1	0
Research	0	0
Total	102	99

Social Services

- Received 62 Benefit Program applications: 12 SNAP, 42 Medicaid, 4 TANF, 0 VIEW, 0 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 30 Home Energy Assistance Program
- Provided case management to: 3,678 Medicaid cases, 1,542 SNAP cases, 62 TANF cases, 19 Auxiliary Grant cases, 39 individuals receive VIEW services, 54 families/80 children receive Child Care Subsidy Assistance.
- Provided case management to 3 Interstate Compact on the Placement of Children (ICPC) case.
- Provided mandated reporter training for Child Protective Services and Adult Protective Services during the Consumer Directed Attendant Informational Sessions at the Handley Library with the Virginia Department of Medical Assistance Services.
- Child Welfare staff participated in a collaborative meeting with Frederick County Department of Social Services, Valley Health, Northwestern Community Services Board, Health Department, Healthy Families-NSV, and Infant Toddler Connection regarding how to best serve children that have been born substance-exposed and their families.
- Completed training in Assessing Safety, Risk, and Protective Capacities in Child Welfare.
- Attended a training on OSHA policies and regulations, hosted by The Virginia Risk Sharing Association.
- Attended a VDSS webinar for upcoming changes to the Child Care program.
- Participated in a panel at the Chamber Workforce Development luncheon.

Weekly Activity	#
Child Protective Service referrals	7
Placed "on notice" for foster care entry by JDRC	7
Children in foster care	54
Entered/exited foster care	0/0
Adoption subsidy cases/adoptions finalized	58/0
Child Protective Service (CPS) case management load	48
Benefit program fraud & overpayment referrals/investigations/recoupment claims	1/0/101
CPS family assessments & investigations of alleged maltreatment	108
Family Service intakes	7
Adult Protective Service referrals	3
Adult services case management load	10
Adult guardianships/cases	2/76
Adult Protective Service investigations/intakes	15/2
Family Services Prevention case management load	10
Uniform Assessment Instrument screenings	4

Communications

- Distributed the November 20 CitE-News issue. [View](#)
- Handled 5 media requests for City information and staff interviews; 1 interview and 6 inquiries for WPD.
- Filmed and edited a National Adoption Awareness Month video featuring a nine-year-old boy who was recently adopted. [Watch](#)
- Featured two local families who adopted children in foster care on Facebook for National Adoption Awareness Month and told their happy stories.
- Filmed and edited a Combat the Cat: Porch Pirate Edition video for the Police Department. [Watch](#)
- Created a video for the private memorial service for Officer Hunter Edwards, who died in the line of duty one year ago (11/24/18).
- Filmed and edited the newest episode and season 2 finale of publiCITY that will air at noon on November 27.
- Filmed the Mayor's portion of his annual report video.
- Continued designing the City's printed annual report. Expected distribution is mid-December.
- Communications Manager and Director passed the Federal Aviation Administration Part 107 exam to become licensed drone pilots as part of the City's sUAS (drone) program.
- Updated the [Crime Prevention web page](#) on the Police Department's website to include the Combat the Cat initiative information that was lost in the website move and added the Porch Pirate information.
- Continued working on the 2020 informational calendar design.
- Attended the refuse/recycling program improvement team weekly meeting.
- Planning public outreach activities for seven upcoming projects.
- Attended and spoke at the Mayor's Healthy City Initiative kickoff stakeholders meeting.
- Took pictures of Michael Recycle's debut at the Frederick Douglas Elementary School's school-wide recycling assembly.
- Attended the Social Services Advisory Board's Community Partner Award Ceremony and took photos.
- Along with the Program Manager, assisted the Mayor with the selection of the Mayor's Award of Excellence selections.
- Researching ways to improve the City's website accessibility and online forms.
- Attended the Winchester Fire and Rescue study kickoff meeting.
- Continuing to solicit [community liaisons](#) to help with disseminating information to city residents.

311 Requests Received	#
FOIA	8
New Recycling Bin	2
Missed Trash/Recycling Collection	0
Trash on Property	0
City Tree Issue	0
Traffic Signal Issue	1
Dead Animal in Road	0
Ask a Question	1
Stormwater Drainage Issue	0
Pothole	0
Street Light Out	0
Tall Grass	0
Water/Sewer Service	0
Citibot	0
Total/YTD	12/505

Date	City Press Releases
11/18	Public invited to appeal or comment on flood maps in Winchester City - read
11/20	2019 Thanksgiving week schedule - read
11/22	Social Services Advisory Board recognizes community partners - read
Date	Articles in <i>The Winchester Star</i>
11/16	Winchester's 275th Anniversary: Winchester's significance
	Police interrogation of homicide suspect criticized
11/18	Revenue commissioner's office earns accreditation from state association
	Santa's here (photo)
	Airport reducing its hours starting with the new year
11/19	Towering spruce to be city's Christmas tree
	Commentary Open Forum: Waste of taxpayers' dollars
11/20	Your Views: Professional first responders are not like 9 to 5 employees
	Remote meeting participation creates flexibility
11/21	Old Town Christmas tree takes the stage

